

**DATE SENT:** \_\_\_\_\_

**TO: Chief Boiler Inspector  
Department of Labor and Industry  
13 South 13<sup>th</sup> Street  
Richmond, Virginia 23219**

**FROM: John D. Catlett, Building Official  
City of Alexandria, Department of Code Administration**

\_\_\_\_\_

In accordance with the November 1, 2001, memorandum of agreement between DHCD and the Department of Labor and Industry, this written notification is made to facilitate a State mandated inspection and certification of the below listed equipment:

Type of Equipment:            ☐ Boiler            ☐ Water Heater

Type of Installation:            ☐ New ☐ Replacement            ☐ Repair

Type of Permit Issued:            ☐ Building            ☐ Plumbing            ☐ Mechanical

**PLEASE PRINT**

Permit Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Project/Building \_\_\_\_\_ Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ /

Phone: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ /

Phone: \_\_\_\_\_

Copies of the issued permit and permit application are attached. Should additional information be needed, please call 703 746-4200. Please return a copy of the State Certificate of Inspection to:

**Department of Code Administration  
301 King Street, Room 4200  
Alexandria, Virginia 22314**